

STATE OF DELAWARE
Flexible Spending Accounts
January 1, 2016 Plan Year
Presented by:

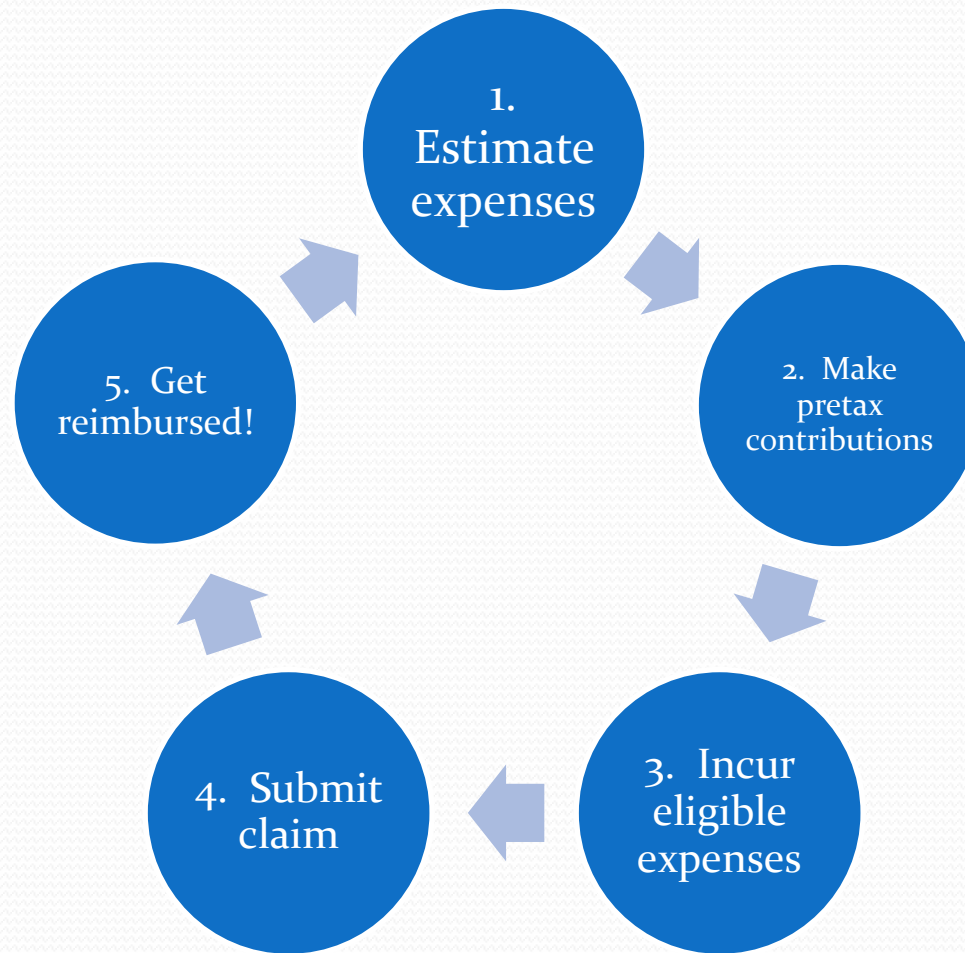


What are FSAs?

- Flexible **Spending** Accounts
 - Year-to-year account
 - Set aside pretax dollars
 - Pay for current year expected expenses
 - May enroll in any health insurance plan
 - Two Accounts:
 - General-Purpose Health Care FSA
 - Deductibles, Co-Pays, Office Visits, Medical, Dental, Vision
 - Dependent Care FSA
 - Daycare, after-school care, pre-school, nursery school



How does it work?



What is the advantage?



- All contributions are pretax
- You don't pay Federal or State income taxes, or FICA taxes
- That means you can save as much as 25%!

Assumptions: Family Income = \$35,000 Assume \$6,000 in health and dependent care expenses	Without FSA	With FSA
Annual Earnings	\$35,000	\$35,000
Expenses paid through FSA		- 6,000
Taxable Compensation	\$35,000	\$29,000
Estimated 25% Tax	- 8,750	- 7,250
Expenses paid after-tax	-\$6,000	\$0
Net Spendable Income	\$20,250	\$21,750
EXTRA MONEY		\$1,500

IRS Regulated FSA Rules



- **Enroll every year** with a new election
- **Spend** all funds during the year
- Expenses must be **incurred** during your period of coverage, or plan year
- Do **not have to be covered** under your employer's health insurance
- Use to pay expense for **spouse and dependent children**
- Election **remains in effect** for the plan year unless you experience a qualified status change
- Can **access all health care funds anytime** during the year
- Funds remaining at year end are **forfeited**

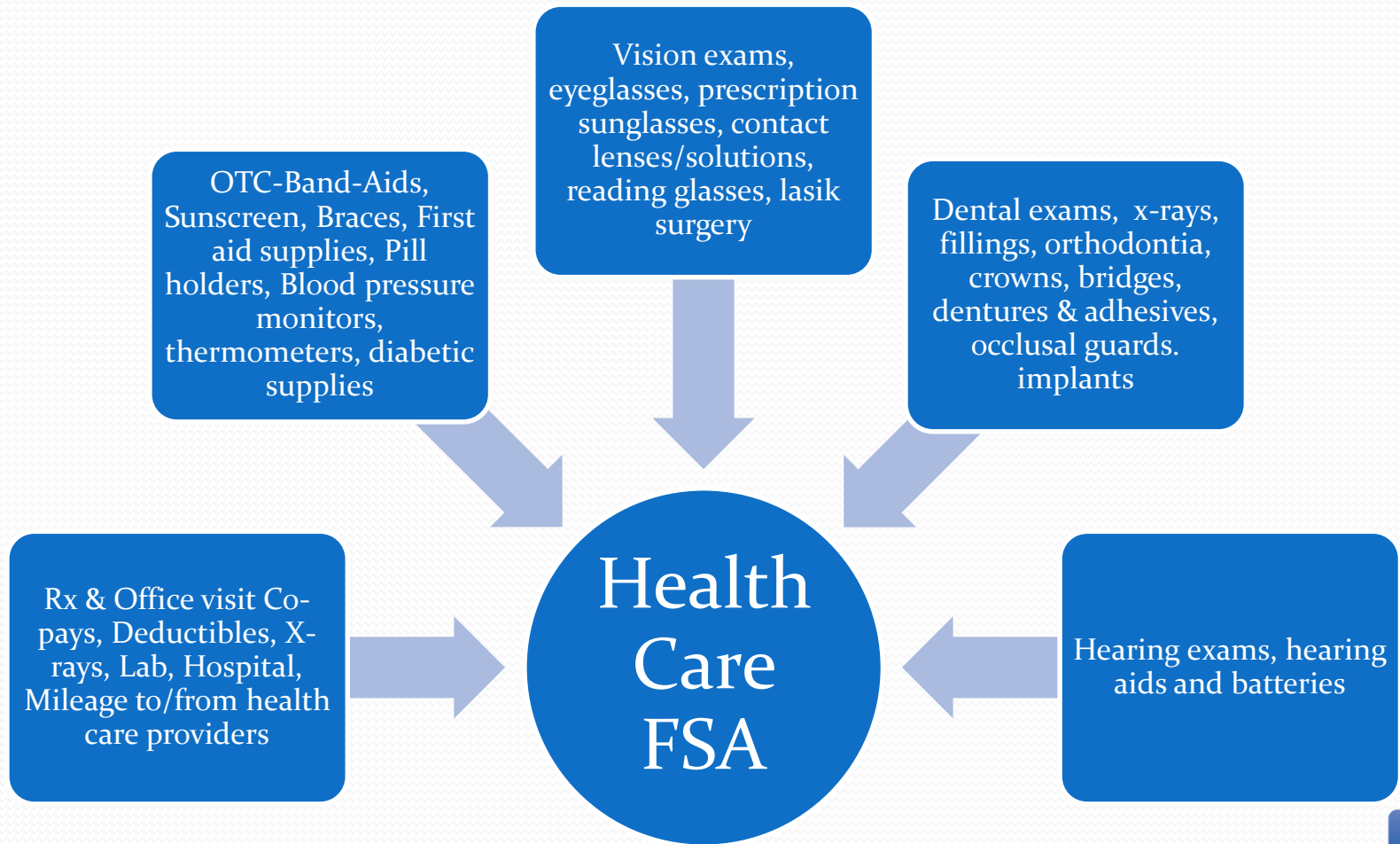
How to avoid forfeitures

- It's easy!
 - Plan for **predictable and recurring** expenses
 - Expenses you **know** you will have during the year
 - **Review** prior year expenses as a guide
 - Be **conservative**
 - Use online **tools**
 - Expense estimator
 - Review list of eligible expenses
 - FSASore.com resource for OTC products

Health Care Expenses



Health Care - \$2,550





Dear FSA Participant,
ASIFLEX is pleased to introduce you to **FSAstore**.

Go to asiflex.com and click on
the **FSAstore** icon!

FSA Store
THE FLEXIBLE SPENDING ACCOUNT SITE

FSAs are subject to IRS rules. See IRS Publication 969 for more information. FSAstore.com is the one-stop destination for Flexible Spending Accounts.

FSAstore helps make purchasing FSA eligible items and answering the many questions that come along with having a Flexible Spending Account both simple and rewarding.

FSAstore.com
makes spending your FSA funds easy!

Visit **FSAstore** at the homepage of ASIFLEX - www.asiflex.com



Over-the Counter Items



Qualifies for most FSAs without a prescription
(can usually be purchased with an FSA card):

- Bandages, elastic bandages & wraps
- Birth control, pregnancy & ovulation kits
- Braces & supports
- Catheters & Ostomy products
- Contact lens supplies & solutions
- Denture adhesives
- Diagnostic tests & monitors
- First aid kits & supplies
- Insulin & diabetic supplies
- Pill holders & pill splitters
- Reading glasses
- Sunscreen SPF15 & higher
- Thermometers & Vaporizers
- Wheelchairs, walkers & canes

No Prescription Required

www.asiflex.com and www.fsastore.com



Only qualifies for reimbursement if you have a
prescription (claims must be submitted manually):

- Acid controllers & digestive aids
- Allergy & sinus
- Antibiotic products
- Anti-diarrheals & laxatives
- Anti-gas products & stomach remedies
- Anti-itch & insect bite
- Baby rash ointments & creams
- Cold sore remedies
- Cough, cold, flu & pain relief products
- Feminine anti-fungal/anti-itch
- Hemorrhoidal preps
- Motion sickness
- Respiratory treatments
- Sleep aids & sedatives

More information available at,

www.asiflex.com and www.fsastore.com



Ineligible Health Care Expenses

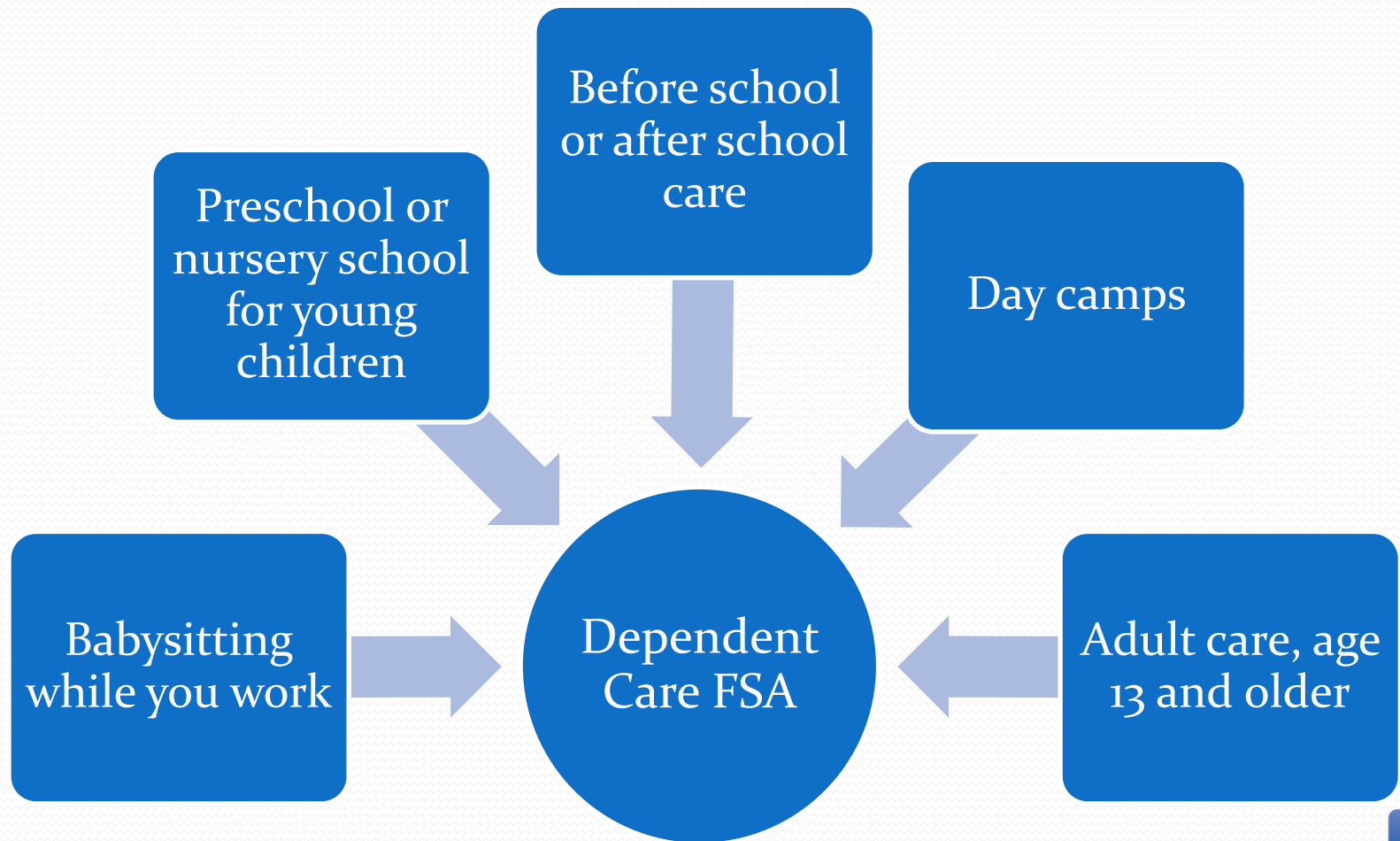
- Services not provided yet; pretreatment estimates
- Cosmetic treatments or medications
- General health and well-being
- Illegal operations
- Expenses paid by insurance
- Diapers, maternity clothes
- Insurance Premiums
- Dancing, swimming lessons
- Holistic, natural remedies, vitamins
- Warranties



Dependent Care Expenses



Dependent Care \$5,000/calendar year





Ineligible Dependent Care Expenses

- Services not provided yet
- Educational, tutoring or tuition expenses
 - Kindergarten or higher education
- Expenses to learn a specific skill, e.g., music lessons, swimming classes, dance classes, etc.
- Overnight camp expenses
- Services provided while you are on vacation, holidays, leave-of-absence
- Divorce situations – only expenses incurred by custodial parent
- Expenses in excess of \$5,000 per family per calendar year



Claim Filing Options



FSA Claim Filing Options

Online
www.asiflex.com

- Register at www.asiflex.com
- File claim and upload documentation

ASIFlex Mobile
App

- Take picture of documentation and file claims on the go!
- Go to www.asiflex.com for QR codes
- Also on Google Play or The App Store

Manual Claim
Submission

- Fax toll-free
- USPS Mail
- Claims forms available at asiflex.com

ASIFlex Card

www.asiflex.com/debitcards



- Things to Know

- May use for out-of-pocket Health Care expenses
- A convenience fee of \$6 will be billed to your FSA account
- Two cards issued per employee
- Arrives in plain white envelope
- Call to activate/set your PIN
- Use PIN for debit; or sign for credit
- Good for 5 years – do not toss!
- Report lost/stolen cards
- Replacement/additional cards only \$5 each, billed to FSA account
- Know your account balance!



ASIFlex Card



Documentation Requirements

- Use of card is NOT paperless
- ASIFlex will notify you when documentation is required
- Documentation not required for:
 - Flat dollar co-payments for prescriptions under the State's plan
 - Qualified over-the-counter health care items
 - Recurring expenses for same dollar amount, same provider each month
- Documentation required for:
 - Other percentage co-payments, doctor expenses, x-ray, lab, hospital, deductibles, coinsurance, etc.
 - Dental expenses such as deductibles and coinsurance
 - Vision that is not a co-pay amount
- Respond to requests
- IRS requires card be inactivated if you do not respond

Claim Documentation

Type of Expense	Documentation Needed
If covered by insurance	Insurance payer Explanation of Benefits; or itemized statement
If not covered by insurance	Itemized statement must include: <ol style="list-style-type: none">1. Provider name/address2. Patient name3. Date of service4. Description of service5. Dollar amount
OTC Drugs & Medicines	Physician Rx and itemized merchant receipt
OTC Medical Supplies/Items	Itemized merchant receipt
Rx	Pharmacy receipt; or printout from pharmacy

Note: Do not submit cancelled checks, credit card receipts, balance forward or paid on account statements, or pretreatment estimates.

Claim Filing Deadline



- Claims must be incurred:
 - January 1 through December 31, 2016
 - Incurred means that you have actually had the service provided, or that you have secured the product, that gave rise to the expense
- Claim Filing Deadline:
 - April 15 of each year
 - Don't wait until the last minute

GO GREEN!

- Sign up for email or text alerts!
 - Avoid paper notices and delayed mail
- Have payment sent to your bank
 - Avoid the hassle of paper checks
 - Avoid delayed mail
- File your claim online! Use the Mobile App!
 - It's quick! It's easy!
 - It results in rapid claim payments!
- Have dependent care providers sign claim form!
 - No other document is needed!



Online Resources

www.asiflex.com

www.asiflex.com/debitcards

- Access your FSA account detail
- Review messages sent to you
- Extensive eligible/ineligible expense listing
- FSASore.com link with thousands of eligible FSA products
- Educational Videos
- Frequently Asked Questions
- Expense Estimator, Tax Savings Calculator
- IRS Forms & Publications



You Call – We Answer!



Website

www.asiflex.com

www.asiflex.com/debitcards



E-Mail

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Phone

1.800.659.3035



Address

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Columbia, MO 65205

Thank you!

